

# **READVERTISEMENT**

**\*Please note addition of Training Assignment, Revised Supplement Question, and Revised Position Title\***

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**August 20, 2008**

5 Page Document

---

<b>TITLE:</b>	WIC Vendor Quality Improvement Specialist
<b>POSITION NO:</b>	07136
<b>LOCATION:</b>	Public Health & Safety Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 5
<b>STARTING SALARY:</b>	\$28,825 - \$36,032 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

---

**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, September 12, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** Resume required at time of application.

**TRAINING ASSIGNMENT:** If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but six months of the required education/experience. Salary depends upon education and experience.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position is responsible for facilitating and processing checks for the Women, Infants, and Children (WIC) program. The incumbent will perform quality assurance checks on vouchers to determine appropriate redemption procedures; develop and provide training to WIC contractors and vendors; complete monthly collection of the infant formula rebates; and develop statewide WIC outreach plan and implement educational newsletters. Additional responsibilities include State Plan coordination and grant writing.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of public relations and marketing principles; layout and design; principles of analysis and research; basic office practices and procedures; business English and composition; and bookkeeping.

Skills: Skill in oral and written communication; and in the use of a personal computer and computer applications such as Microsoft Word, Excel, Access, etc.

Abilities: Ability to interpret and communicate program rules and policies; assemble, compile and analyze data and communicate results; communicate effectively both verbally and in writing; create and maintain effective working relations with other employees, retailers, distributors, local agencies, WIC participants and media liaisons; and analyze needs and train authorized retailers, local agency retailer coordinators and others.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in business, marketing, journalism, or related field **AND** one year of related marketing, health education, or grocery retail experience training vendors. Relevant experience may substitute for education on a year-for-year basis. Equivalent combinations of education and experience, including one year of related human service or teaching experience, will be considered. Experience with designing and implementing training is preferred.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required

- documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be brought to interview** and
  4. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Quality Improvement Specialist

Position: #07136

Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplement questions must be printed clearly or typed on standard 8.5 x 11 inch paper. The responses should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Your answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, your answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please design and layout a one-page brochure or newsletter which includes at least one original article about WIC or other health related issue that you have composed. (Please designate which article is yours.)
2. Please describe your experience with training large or small groups.